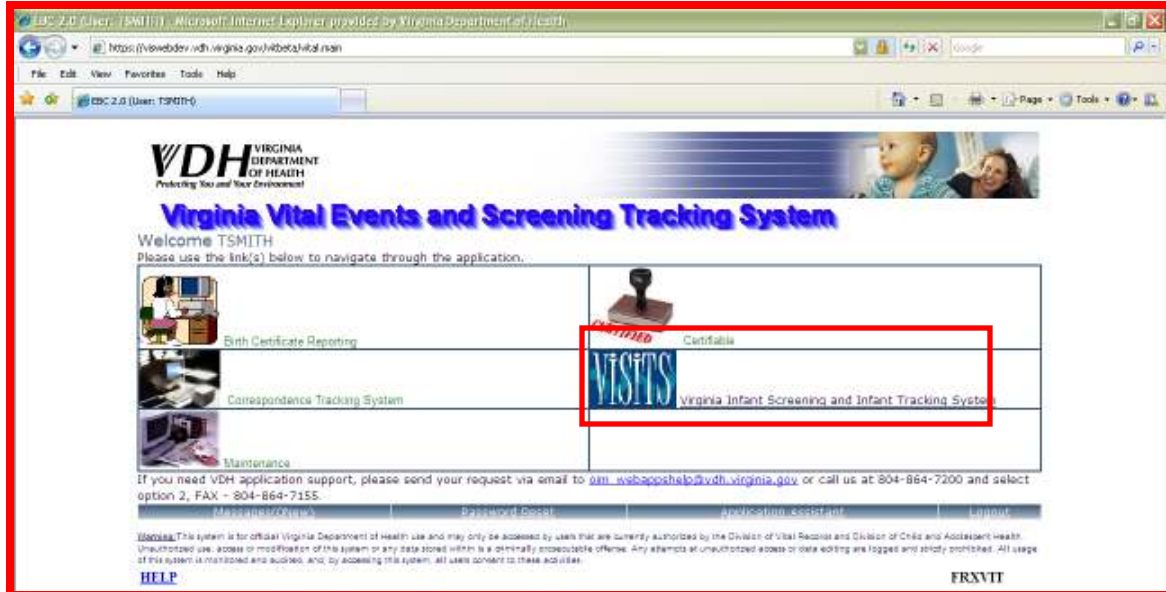# Child Registration by searching from EBC

From the VVESTS main menu, click on VISITS icon to go to VISITS-II main menu

When a Hospital Hearing user log into the application, the *Children Pending Initial Hearing/ Discharge Information* page will be displayed. This page will list all the children that are either born at or transferred to the logged in user's facility with pending hearing or discharge information. This page will only appear the first time the user logs in to the application and will appear again if the user log out and log in again.

Note: The Children Pending Initial Hearing/Discharge/page will not be displayed for Hospital VaCARES users.

User can choose a record from the above list to enter data for the child. This can be done by clicking on the displayed children's name.

Alternately, you can click INFANT SEARCH link from the left navigation bar and perform a search. To demonstrate querying a child from EBC, we will use the Infant Search method.

Infant Search

In the Infant Search page, search can be performed on child's, mother's and father's data. Children can be searched within a range of Dates of Birth, VISITS ID, Reporting Facility, VISITS Medical Records Number along with general search items like last name, first name.

Enter as much information available as possible and press QUERY button to see the search results. Please note that the more number of search conditions entered, the more accurate the search results will be.

In the displayed above, a search for children that are born between 02/01/2010 and 02/11/2010 is performed.
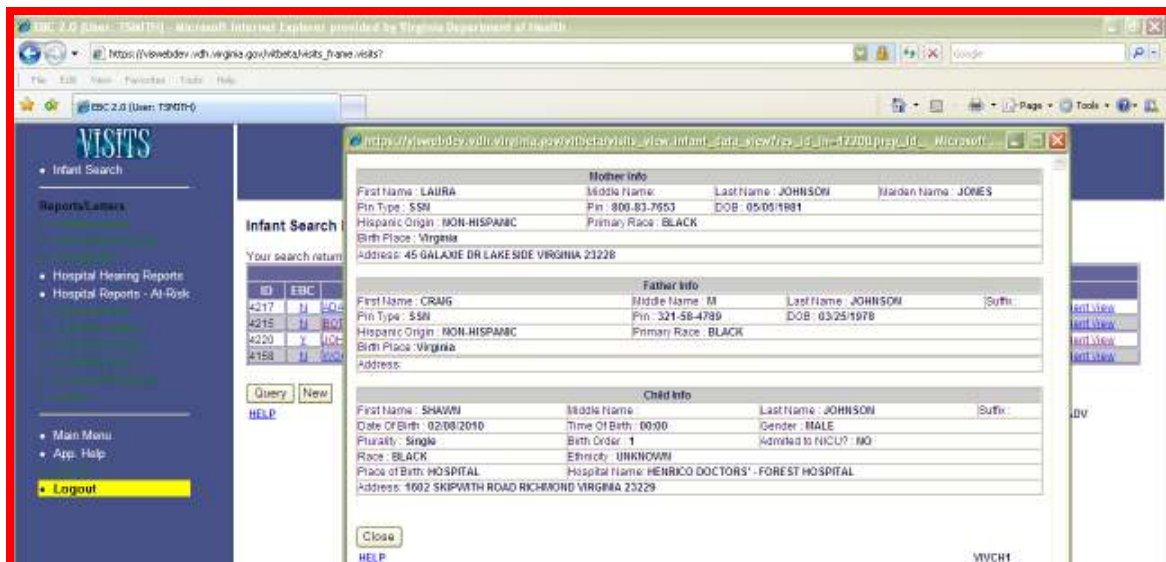
Infant Search Results

The infant search results will be displayed with basic information about the child, mother and father (whichever is available). Children can be registered through VISITS (explained later in another section). The search results will contain the children that are registered both through VISITS and EBC (birthing centers). To differentiate the EBC and VISITS registered children, a flag is displayed on the page with heading EBC. A values 'N' indicates that the child is registered through VISITS while 'Y' indicates a EBC registered child

Note: the CLIENT VIEW link adjacent to the Father's information will display the infant summary information in a popup window for a quick reference. The window can be dismissed by pressing CLOSE button

As this example is to use an EBC registered child, click on any child's name with a EBC flag as 'Y' to display the child's summary

The blue header bar gives a quick view of Child's full name, DOB and VISITS ID. Additionally, any pending registration information will be displayed, if any. As of now, the Primary Contact Information is missing. As and when that information is saved, the header will display NONE for Pending Registration Entry

The EDIT links at the top right corner of each section (child, mother and father) can be clicked to access respective information and also edit if applicable.

Access to VVESTS application for a user is driven by the roles and privileges that are assigned to the logged in user. Notice that the menu options in the left navigation bar change contextually (compare the last two screenshots to compare the menu options)

Child details

Click on the CHILD link from the left navigation bar to view the birth details of the child. Since this child is registered through EBC, as a VISITS user – you cannot change certain data items. Such items are disabled (shown in light gray color).

Admitted to NICU and Race are the items that must be entered. Admitted to NICU is a drop-list with options YES/NO

A value for Race can be chosen from the list of values which can be invoked by pressing 'L'.

For fast data entry users can manually enter the value for Race. Application will validate the entered value against the list and appropriate error message will be displayed if an incorrect value is entered.

Note: if Admitted to NICU=YES, additional options for Screening Tests will be available in INITIAL HEARING SCREENING and RE-SCREENING pages (explained in the later part of the document).

Entering data for ETHNICITY is optional. After entering the required information, press SAVE button to commit the changes to the database.

Mother information

Click the MOTHER link from left navigation bar to display the mother information. The mother information is entered through EBC so as a VISITS user, you cannot change the data.

Although you cannot change the information on the mother record, you can disassociate the current mother from the child by pressing the CHANGE MOTHER Button.

A message will be displayed asking for confirmation of the action with options to continue and cancel.

If OK is clicked, the Mother Search page will be displayed. User can search for the right mother record and associate to the child

Father Information

Click the FATHER link from left navigation bar to display the father information. This function is similar to the Mother information function explained above.

The Father information is entered through EBC so as a VISITS user, you cannot change the data.

Although you cannot change the information on the Father record, you can disassociate the current father from the child by pressing the CHANGE FATHER button.

A message will be displayed asking for confirmation of the action with options to continue and cancel.

If OK is clicked, the Father Search page will be displayed. User can search for the right Father record and associate to the child.

Contact information

Click on CONTACT INFORMATION link to view the child's contacts. The purpose of this page is to associate a child with one or more contacts. If the mother information is already entered in EBC, then the mother will be automatically made the Primary Contact. A popup message will be displayed to confirm the action. If OK is pressed, the mother will be made the Primary Contact with ENGLISH as primary language. The page will be refreshed and the Mother will be displayed under EXISTINC CONTACT(S) FOR CHILD section.
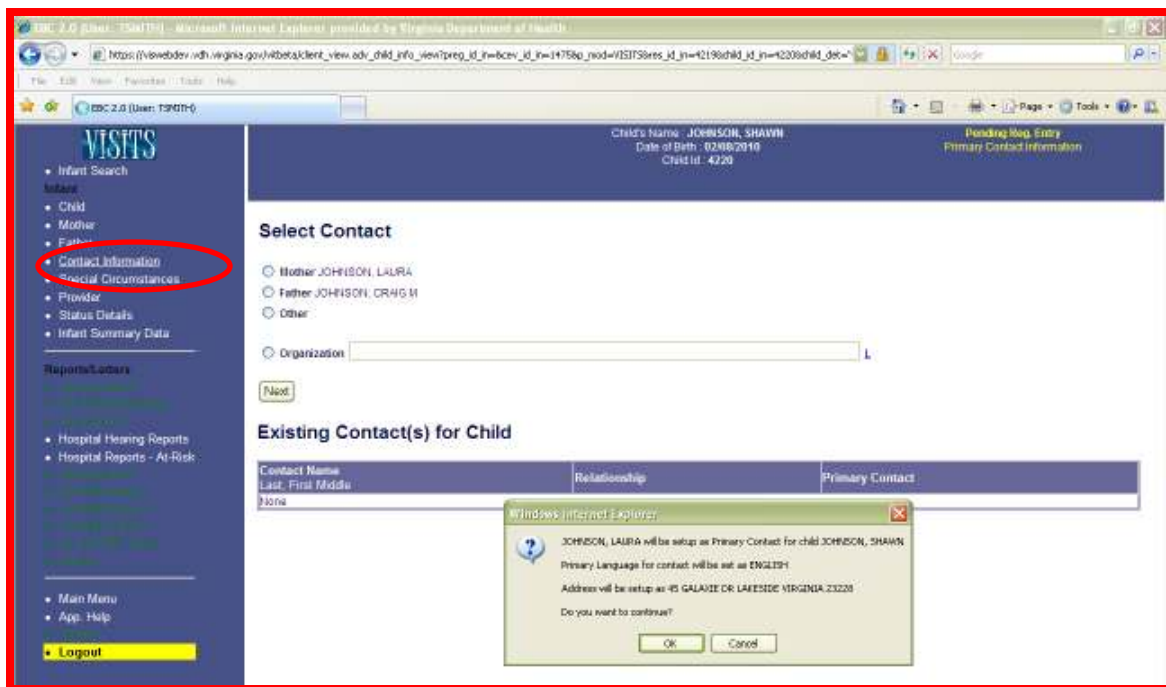
The primary contact will be used for main correspondence to the child (ex: letters, phone calls).

Note: Contacts can be individuals or organizations/agencies (ex: adoption agencies, Social Services). A child can have more than one contact but can only have one Primary Contact and Primary contact cannot be deleted.

Pending Registration Entry will now display NONE in the Blue header bar

Create additional contacts for child

To create additional contacts for the child, select the contact and press NEXT button (in this example, select Father)

The Father's information is pre-populated into the Contact Information page. An address is required to be added as a child's contact. A new address can be created for the father by pressing NEW ADDRESS under Previous Address section. The address can be entered in the Address section. Additionally, enter the phone details, if available. Finally, choose a value for PRIMARY LANGUAGE SPOKEN from the drop-list. The frequently used languages are placed at the top of the list.

Press the SAVE button to make the changes permanent. The new contact is created and will be listed under EXISTING CONTACTS FOR CHILD.

Special Circumstances

The Special Circumstances are unique conditions pertaining to the child, if any. Some examples include but not limited to: poor prognosis, the death of one's mother, adoption.

Enter data for SPECIAL CIRCUMSTANCE DATE, COMMENTS and press SAVE button to commit the Special Circumstances data to the database.

Note: When a Special Circumstance record is created, it will be displayed in the Header portion in Yellow color to catch immediate attention of the user working on this child's record.

Provider information

This page is used to capture child's provider information. The child can have an individual or a facility as Provider. If the child's provider is not found in the list of available providers, then the user can create a new provider using this page.

The list of values for the Provider (person) or Facility can be displayed by pressing the 'L'. Select a value from the list by clicking on the name of the Provider/Facility. Selected value is populated into the Provider page.

Note: Provider information is optional for entering VaCARES screenings

Create a new Provider

To create a new Provider, press ADD/UPDATE PROVIDER button in Current Provider Information page. Before you enter a new provider, a search has to be made to make sure that the provider does not exist in the database. Search can be performed on various items like Provider Last name, Facility etc., Enter as much information as possible and press QUERY button.

If no provider is found, search results show no records

Press NEW button to create new provider. The data entered in Search Conditions is pre-populated into the New Provider page thus helping the user enter and save the record fast.

Enter other mandatory information like GENDER, TITLE, and HOSPITAL/FACILITY that the provider belongs to and press SAVE button to commit the new provider information to the database.

Press the CLOSE button to go back to Provider Information page.

From the Current Provider Information page, click on the 'L' (Provider Name) for list of providers and select the newly created Provider from the list and press SAVE button to make this new provider a current provider to the child.

Note: A Provider can be associated with more than one facility (as shown in Create New Provider page). In such cases, the provider will be created more than once, once for each facility associated with.

Enter Status Details for a child

Status details are helpful in knowing if the child's record is closed, if the child received a follow-up, if the family declined etc.

This page will be pre-populated with data if a child is deceased, or if the child has a PASS/PASS in the hearing screenings. There are no screenings yet for child and since the child is not deceased, there is no data in Status Details page, as expected.

Note: Hospital users cannot enter data manually in this page. OFHS users can enter and save data

Infant Summary Data

Click on INFANT SUMMARY DATA link to get a summarized view of the child's information which includes Mother, Father Information along with Provider information.

The EDIT links at the top-right corner of each section will display respective information in edit more. Alternately, the same information can be accessed by clicking appropriate links from the left navigation bar

The child registration is now completed. Hearing and/or VaCARES screenings may be entered now.

Note: The DISCHARGE SUMMARY link is now enabled.